

Title Approval Status

The Title Approval Status function provides current information on completed title approvals. This feature allows lenders to use the FHA Connection to view and print the title approval information for any case for which:

- a) they are listed as either the servicer or holder in HUD records, and
- b) a computer-generated title approval letter has been issued.

The Title Approval Detail printed using this feature satisfies the claim file documentation requirements for title approval letters. The Title Approval option is available on the Claims Processing menu.

Searching for Title Approval Information

There are two search options available. You may search for a single case title approval record or request multiple title approval records based upon criteria entered on the Single Family Title Approval Status page (see Figure 1). A multiple title approval request lists all of the title approval information processed during the date range entered; individual title approval details can be obtained by selecting a listed case.

In order to retrieve a Title Approval for a case, you must be the holder or servicer of record.

If you need assistance completing the page or with

field definitions, click [Help](#).

To request a single case Title Approval record:

1. Select Claims Processing on the Single Family Servicing menu.
2. Select Title Approval Status. The Single Family Title Approval Status page appears (see Figure 1).
3. Enter the **FHA Case Number**, including the dash (-), e.g., 111-1234567.
4. Click . If there are no errors, the Title Approval Detail for the requested case appears (see Figure 2).

Figure 1: Single Family Title Approval Status

Figure 2: Single Family Claims Title Approval Results – single case

To request multiple Title Approval records:

1. Select Claims Processing on the Single Family Servicing menu.
2. Select Title Approval. The Single Family Title Approval Status page appears (see Figure 1).
3. Enter the **Start Date** and **End Date** to include all title approval records processed by HUD between the indicated dates.
4. Specify the desired sort order.
5. Click . If there are no errors, the Single Family Claims Title Approval Results page lists the title approval information for the specified date range (see Figure 3). The selection list allows you to request the Title Approval detail for an individual case.

Single Family Claims Title Approval Results

Title Approval Information
 for Process Date between 01/01/2000 and 04/01/2000

There are 000005 cases selected.
 Current page number is 000001.

[\[Help\]](#)

Record Count	Select	Case Number	Title Received Date	Title Approved Date	Title Appr. Letter Date	Status	Mortgagor Information	Addressee Information
000001	<input type="radio"/>	094-4567890	03/15/2000	03/20/2000	03/23/2000	APPROVED	ROSA, SHARON 123 REDBUD CT DELTONA , FL 32725	HOME LENDERS CORP ATTN: FHA CLAIMS DEPT 4321 FINANCE CIRCLE JACKSONVILLE, FL 322560000
000002	<input checked="" type="radio"/>	101-1234567	02/25/2000	03/20/2000	03/23/2000	APPROVED	DENDRUM, RHODA 89 PINKERTON WAY DOUGLASVILLE, GA 30134	HOME LENDERS CORP ATTN: FORECLOSURE DEPT 1234 BANKERS WAY JACKSONVILLE, FL 322560000
000003	<input type="radio"/>	249-3456789	12/03/1998	03/20/2000	03/23/2000	APPROVED	BLOSIM, CHERI 67 SPRING TERRACE SILVER SPRING, MD 20902	HOME LENDERS CORP ATTN: FHA CLAIMS DEPT 4321 FINANCE CIRCLE JACKSONVILLE, FL 322560000
000004	<input type="radio"/>	351-1122334	03/12/1999	03/20/2000	03/23/2000	APPROVED	HOCKS, HOLLIE 345 WOOD DR EVESHAM , NJ 08053	HOME LENDERS CORP ATTN: FHA CLAIMS DEPT 4321 FINANCE CIRCLE JACKSONVILLE, FL 322560000
000005	<input type="radio"/>	351-9876543	03/15/1999	03/20/2000	03/23/2000	APPROVED	PEL, MAY 123 OAK LN ABSECON , NJ 08201	HOME LENDERS CORP ATTN: FORECLOSURE DEPT 1234 BANKERS WAY JACKSONVILLE, FL 322560000

Figure 3: Single Family Claims Title Approval Results – multiple cases

If the results of the search produce more than one page of cases, use the and buttons at the bottom of the page to move through the list.

6. Click the **Select** radio button beside the desired case number to view the title approval details (see Figure 2).